

FY 2007

The new funds codes for FY 2007 are as follows:

NOAA 84 – PAC
 85 – OR&F

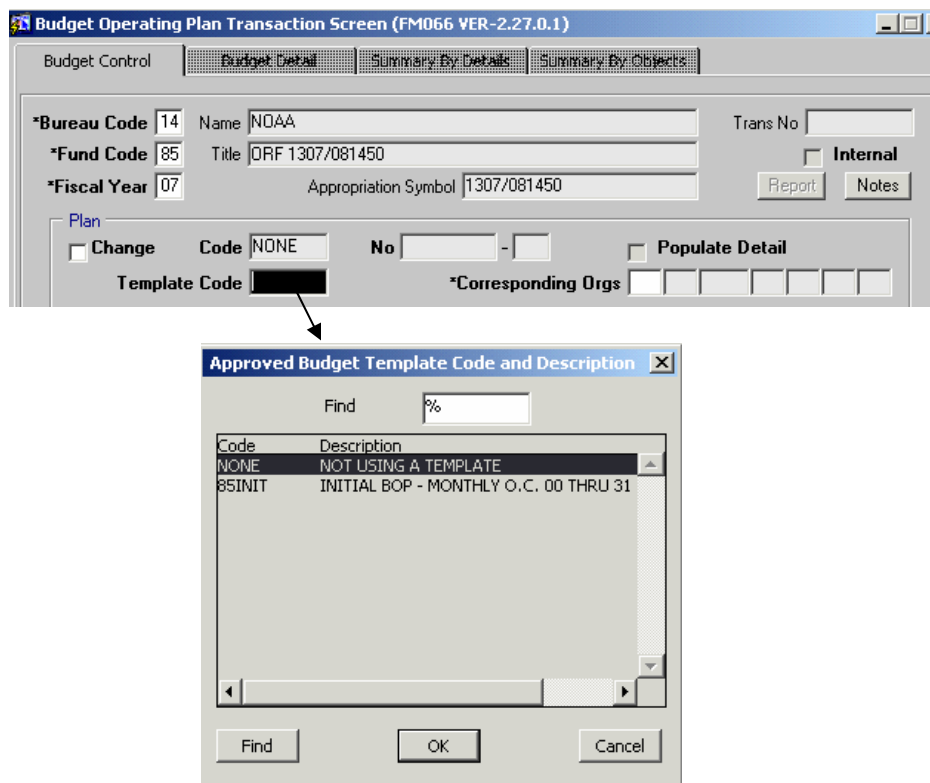
The new Projects Codes established for the new fund codes will begin with the letter “E”.

Templates – New Templates Codes have been created for the new FY 07 Fund Codes. The templates are 84INIT and 85INIT. The templates for funds 01, 02, 06, 07, 36 and 37 are still available.

When a template is used, it creates a monthly detail line on the BOP Detail screen for the following object classes:

1110 2100 2200 2300 2400 2500 2600 3100 0000

If the Template Code is selected, new object class detail lines may be added or any unnecessary detail lines can be deleted. The template will automatically populate the Unit field with FTE on O.C. 1110 and NONE for all other object classes. Remember that Object Class 0000 has been established to accommodate plans for Transfer between FMCs. Object Class 25xx should no longer be used to hold funds for transfers.



Quick Reports

The following Quick Reports were modified during FY 2006.

QR007 – Budget Operating Plans - This report was modified to replace the old parameter screen with the new Kick-off screen and the FY default was removed. With the new Kick-off screen, the information that is entered in the parameter field will not be lost when returning to the parameter screen once you view the report.

QR0050 – Corresponding Org Report - This report was also modified to replace the old parameter screen with the new Kick-off screen and a new field to query on the Change Code was added to the parameter screen.

QR0051 – Monthly BOP Report by Object Class – This report was modified to add Object Class 00 to the report. Because there was insufficient space to add Cents to each monthly column, the statement “Rounds to the Nearest Dollar” was added in the header.

Future Changes to the Quick Report

QR007 – Budget Operating Plans - A couple of modifications are in process to add the Plan No. to the parameter screen and to add cents to the report.

QR0051 – Monthly BOP Report by Object Class – A request to modify this report is in process to fix the “Approved By” field so that it will be populated with the name of the highest document approver. Also, the Change Order Number is being added to the header.

QR0053 – Summary of Monthly Budget Operating Plan by Object Class – Future modifications to this report are to delete the Project Code, Program Codes and Org Codes from the parameter screen. These parameters were not working. In place of the deleted fields, two new fields are being added to query on “Requested” and “Approved” fields.

QR0070 – BE Allotments by Quarter Report – This is a new report, which displays quarterly funding to an organization and will enable users to view allotment information as soon as it is available. This is the only report in CFS where BOP users can view the allotment data that is entered in the system by the NOAA Budget Office.

CBS Web Page –

In order to gain access to the Commerce Business Systems (CBS), individuals must fill out the CBS User Access Request Form. Each selection that is indicated on the form will give them access to a specific role(s) in the system.

To access the form, go to the following address:

<http://www.corporateservices.noaa.gov/~cbs/>

Below is a partial snapshot of the User Access Form and the drop down list displaying the Budget roles. Since individuals requesting access will not receive this Advisory, please distribute to anyone requesting a CBS Budget role. This information will also be helpful for individuals that are “recertifying” their access.

SEPTEMBER 2006

CBS USER ACCESS REQUEST FORM

ALLOW 3-5 DAYS FOR CBS/ITC PROCESSING

*NOTE: All users must be entered in the NOAA Locator prior to requesting access to CBS.
Submissions and updates to the NOAA Locator can be sent to noaa.locator@noaa.gov.*

Date of Request:
Access:
Requested Action:



Please select the appropriate user role(s) for the CBS module(s) to which you are requesting access.
Each list contains all the roles to allow for multiple selections.

CFS BE BOP CFS BE BOP Rerouting CFS BE BOP Template CFS BE BOP Trans CFS BE Off Execution (NOAA) CFS BE Off Funds Mgmt (NOAA/BIS) CFS BE Project Code Maint - PILOT ONLY
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Following is an explanation of each of the roles associated to the CFS Budget module and a list of the screens associated to the role.

CFS BE BOP - This role is for individuals who will be entering and approving BOPS.

FM066 – Budget Operating Plan – This screen allows an individual to enter a BOP and request approval for the BOP.

FM066H – FY 2003 – FY 2005 Budget Operating Plan – This screen allows an individual to query BOPs from Fiscal Years 2003, 2004 and 2005.

WF604 – Re-Assign Approvers by Document – This screen allows requesters to re-route their BOP transactions to an alternate approver.

CFS BE BOP Rerouting – This role will be given to a few individuals selected by their Line Office.

WF605 – Re-assign Approvers by Employee - This screen allows a user to re-route BOP transactions for any individual using their Employee ID Number where BOPs are awaiting their approval on the WF002 – Documents Requiring Approval screen.

CFS BE BOP Template - This screen is for NOAA BEX and CBS staff only. Do Not Select.

FM006 – Budget Operating Plan Template - This screen establishes the Fund Code Templates that are used on the BOP screen.

CFS BE BOP Trans - This screen is for NOAA/BEX and CBS staff only. Do Not Select.

FM007 – Funds Management Parameter - This screen establishes the mask for each fund used in BOP transfers.

CFS BE Off Execution (NOAA) – There are many screens associated to this role. These screens allow the NOAA Budget Office staff to create and manage project codes, establish funds management, establish the program code and allotments, establish surcharge rates and create the BOP transfer mask.

CFS BE Off Funds Mgmt (NOAA/BIS) – In addition to the screens in the BE_Off_Execution role, this role includes screens which establish budgetary resources and apportionments, and manages the Mass Reclass Process.

CFS BE Project Code Maint – PILOT ONLY – This role is for selected Line Office users participating in the Pilot.

CM004 – Project Code Maintenance - This screen establishes project and task codes.

All Users – Anyone with a role in CBS CFS Production is automatically given the following:

WF002 – Documents Requiring Approval screen - Even though an individual has access to this screen, if they have not been identified as an approver, BOP transactions will not be routed to them.

WF003 – Message Retrieval Screen – Users will receive a message to inform users when certain processes have run in CPCS or when Budget Operating Plans (BOP) have been disapproved.

QR101 Reports – This contains a list of reports which are accessible through the navigator menu. These reports are written to access data directly from the Core Financial System (CFS) production database and reflect the most current information.

DBA009 – Reset Parameter Process Flag screen – This screens allows a user to reset the Parameter Process flag to terminate a process or a report. It terminates

them in the navigator menu when a process has been terminated inadvertently in the database.

Help Desk

Just a reminder that all Budget related questions should be directed to Clientservices on 301-427-1023 or by email. These calls and emails will be given a Heat Ticket number and assigned to the Budget Team. This allows the CBS office to track the types of problems that users are experiencing.